



## U.S. Court of Appeals for the Fourth Circuit

### Office of the Clerk

### Position Announcement 18-03

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<b>POSITION:</b>	Counsel to the Clerk
<b>LOCATION:</b>	Fourth Circuit Clerk's Office, Richmond, Virginia
<b>SALARY/CLASSIFICATION LEVEL:</b>	\$74,131-135,441 (CL 28-30, depending on experience)
<b>CLOSING DATE:</b>	Apply by January 12, 2018- open until filled

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#### ABOUT THE COURT

The United States Court of Appeals for the Fourth Circuit is one of twelve regional appellate courts within the federal judicial system. The court hears appeals from the nine federal district courts in Maryland, Virginia, West Virginia, North Carolina, and South Carolina and from federal administrative agencies. The court's headquarters are in Richmond, Virginia. For more information about the Fourth Circuit Court of Appeals, please visit: <http://www.ca4.uscourts.gov>.

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#### POSITION OVERVIEW

Key functions include providing legal guidance and direction for the procedural management of the Court's caseload, managing the Court's motion practice, and conducting the initial screening of cases for assignment to the argument calendar, with representative duties as follows:

- Provides guidance and direction to case management on procedural issues in cases pending on appeal, including jurisdictional defects, entitlement to counsel, consolidation of cases, disposition of motions, scheduling of briefs, compliance with rule requirements, drafting of correspondence and orders, awarding of costs, dismissals for failure to prosecute, and issuance of the mandate.
  - Decides procedural matters within authority delegated specifically to incumbent; transmits other matters to the Court or the Office of Staff Counsel. Drafts orders for entry on behalf of the Court and the Clerk.
  - Serves as expert on Court's rules and procedures. Develops and provides documentation and training for Court staff on Court rules, policy, practice, and procedures. Provides training and information for the practicing bar and the public as needed. Answers procedural questions from chambers, clerk's office personnel, district court personnel, staff attorneys, counsel, and pro se litigants. Creates and maintains documentation on Court practice and procedure.
  - Drafts amendments to local rules, IOP's, and forms as needed to adapt to changes in federal rules and court procedures, implement new initiatives, or improve operations.
  - Reviews briefs as they are filed and assigns cases directly to the argument calendar or for further pre-argument review. For cases assigned directly to the argument calendar, describes the issue on appeal for use on the calendar.
  - Works on special projects, conducting research and performing analysis on questions of practice and procedure confronting the Court. Identifies areas requiring changes in Court procedures, makes recommendations on implementation of changes, trains staff on changes; troubleshoots issues.
  - Supervises the work of the Motions Deputy.
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#### QUALIFICATION REQUIREMENTS

Applicants must possess a Juris Doctor degree from an ABA-approved law school, be admitted to practice before the highest court of any state, and have at least one year prior legal experience. The most competitive applicants will possess superior academic credentials, particular proficiency in legal analysis, exceptional writing ability, exemplary skill in communicating and explaining legal concepts and procedures, strong organizational and interpersonal skills, the ability to work in a team and interact effectively with professional non-lawyer staff, and demonstrated interest in court administration and federal procedure. Prior court experience is an asset.

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## EMPLOYEE BENEFITS

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of employer-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan, with employer matching). The court offers a mass transit subsidy(budget dependent).

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## CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending a suitability determination by the Court, based on the results of a background check. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior notice.

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## APPLICATION PROCEDURE

To apply, please submit (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a writing sample; (2) a **resume** that includes the name, title, and contact information of three professional references; and (3) an **AO78–Application for Employment**, which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

Completed applications should be emailed to: [4cca-vacancy@ca4.uscourts.gov](mailto:4cca-vacancy@ca4.uscourts.gov), with a subject line referencing “Job Announcement 18-03.” Applications should be received by January 12, 2018, to receive full consideration.

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**The United States Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.**